

Instructions for Submitting Awards

1. Award Type – Performance Award or Quality Step Increase (QSI)

NOTE FOR QSI (NOA 892): Employee must have a current level 1 rating (highest level under TAPES) to be eligible to receive a QSI and the action cannot be made retroactive. In addition, the employee cannot have received a QSI in the preceding 52 weeks.

Performance Award (NOA 840); Individual Special Act or On the Spot (NOA 841); Group Special Act or Group On the Spot (NOA 849); and Individual Time Off (NOA 846) or Group Time Off (NOA 847).

These award types are initiated by creating a “ticket” in AutoNOA in lieu of an RPA; once the ticket goes through the approval process it will automatically be submitted to DCPDS and a system generated RPA will be created and processed. When using this method for creating performance awards, it is not necessary to verify that a current appraisal is on file for employees since AutoNOA will not allow creation of a ticket on an employee who does not have a current performance rating in the system.

Permissions in AutoNOA are the same as they are in DCPDS. Therefore, if you have the authority to create or approve in DCPDS then those same permissions work in AutoNOA.

AutoNOA Procedures are shown on the following pages.

a. Connect to AutoNOA at the following website -

<https://nccpoc.ria.army.mil/autonoa/HOME/Default.aspx>. From the AutoNOA HOME PAGE you will need to select “U.S. Award Submissions” under MANAGERS. The first time you log into AutoNOA you may be prompted to complete some information to gain access to the website; however, once you fill out the information just click on the above link again and you will be connected. When prompted for your Digital Certificate, select the one that does not contain “EMAIL”.

b. Select the “Create a new ticket.”

(1a). To create a new ticket for only **one individual:**

- Click the "Requester->Create New Ticket->**Individual**" tab on the navigation menu to search by name for an individual.
- Enter employee name or just enter last name or portion thereof.
- Click "Get List".
- “Select” the desired employee by checking the corresponding box in the far right hand column.

- Click "Select Employees" at the bottom of the screen to generate a ticket number.

- Click "Continue" to proceed.

- **Enter a Ticket NAME** as shown below:

For *INDIVIDUAL* MONETARY awards (Performance, On-the-Spot, or Special Act or Service) enter up to **7 DIGITS** of the employee's **last name** and then a "%" with the last **8 digits** of the **CEFMS PR&C number**. If the last name is shorter than 8 characters, enter the last name and then a "%".
Example: Sulliva%12345678 or Owen%12345678.

- Click "Add/Change" - (This saves the information).

–OR–

(1b). To create a new ticket for more than one individual at the same time:

- Click the "Requester->Create New Ticket->**Mass Submission**" tab on the navigation menu to search by Org Component for a group.

Note: A separate MASS Submission request is required for each CEFMS PR&C that was created as well as a separate MASS Submission request for each type of award. **Example:** 20 employees are to receive a performance award; 10 employees will be paid from PR&C #1 and 10 employees from PR&C #2. In this case, two Mass Submission request will need to be created; one for each 10 employees to be paid from each PR&C.

- Search by selecting from dropdowns the relevant CPOID (**HB**), Command Code (**CE** for Corps or **SF** for DA Interns), and the UIC, and Org Code if desired.

- Click "Get List" to identify all employees from your selection criteria.

- Select the desired employees by checking the corresponding "select box" in the far right hand column.

- Click "Select Employees" at the bottom of the screen to generate a ticket number. **Note:** You can also select "Check All" or "Uncheck All".

- Click "Continue" to proceed.

- **Enter a Ticket NAME** as shown below:

For *MASS SUBMISSIONS* enter the word **MASS** and then a % with the **last 8 DIGITS** of the **CEFMS PR&C number**.

Example: Mass%12345678.

(2). Complete the RM Approval Boxes - For Galveston, Little Rock and Tulsa an RM Approver **is not** required. For Fort Worth **you will need** to select "**Amos, Donna**" as the **RM Approver** and for SWDO **you will need** to select "**Smith, Lori**" as the **RM Approver**. **Time Off Awards do not require RM Approval in any organization.** **NOTE** (Fort Worth District and SWDO only): *In the event an action gets to RM without the CEFMS PR&C created and authorized, the RM will deny the award and the system will automatically route the action back to the creator. The action will then have to be recreated since the ticket cannot be edited and resubmitted.*

(3) Complete the following blocks - Effective Date, NOA (840 – Performance Award, 846 – Time Off Award, 847 Time Off Award Group, 849 – Special Act or On the Spot), Award Type, Agency and Authorizer. Recommend that you use the **current day** for the effective date since awards are processed on a daily basis. The effective date can be any date; it is not necessary for the award to be effective on the beginning of a pay period.

- **Note:** If you would like to clear/change the any of the above mentioned fields, you can do so by clicking on the unselected "yes" or "no" option found on the right hand side in the RM Approval Box. After you have done this and fields have refreshed, make sure to re-click the appropriate selection in the RM Approval Box. Fields will refresh once more and then you will be able to proceed with **Step (3)**.

- Click "Update Award Info" to populate award info below.

(4) Enter Award Amounts -

- Scroll down to enter award amount or number of hours (for time off awards) in the appropriate block for each employee. Do not use decimal points when entering dollar amounts. In the "Optional Remarks" block enter the justification for the award; include the period covered for performance awards and the reason for the award.

- **Note:** For mass awards submissions, please take notice of the two optional fields titled "everyone receiving the same amount" and "everyone receiving the same remark". By completing either of these two fields, you will be able to apply award amounts/number of hours and/or remarks to all recipients listed below.

- Click "Update Award Amounts and Remarks" - **(This saves the information)**.

(5) Finish and Submit Request

- Click "Final Step" to review your request.

- "Check All" records if ready to submit.

- Click “Submit Request” if finished or “Not Ready” if more time is needed.
- After you click “Submit Request,” you will get a confirmation message stating, *“These people have successfully been submitted for processing.”*
- Click “Continue”.

(6). Checking Status of Award

- Click "Requester->View/Update" on the navigation menu.
- Click View/Update to see when the awards were processed in AutoNOA. A date and time will be listed under the “COMPLETE” column.
- If you have a remark listed in the “Error” Column, please contact your CPAC Management/Employee Relations (MER) representative.

(7). To modify information on ticket do the following:-

- Click "Requester->View/Update" on the navigation menu.
- From dropdown, select the ticket number/name and click "View Request".
- Click “Modify Ticket”.
- Edit information you initially entered (as in above instructions).

or

- “Add Person(s)” or “Remove Person(s) from List” by clicking the appropriate buttons.
 - Add Person(s) by using the dropdown to search, check employees, & click “Continue”.
 - Remove person by checking the associated “Delete” box and clicking “Delete From List”.
- See “(5) Finish and Submit Request” above when ready/complete.

c. After the ticket is created and submitted, the **AUTHORIZERS** will get an email notification similar to this example:

"You were selected as the authorizer for an award submitted through AutoNOA.

Please visit our website to approve this award.

https://nccpoc.ria.army.mil/autonoa/MASS_AWARDS/Authorize.aspx."

Follow the steps below to authorize:

- (1) Click "Authorizer->Authorize" on the navigation menu to Authorize the awards.
- (2) Check the Authorize/Deny checkbox for the employees listed and click "Submit Request". Once the award has been authorized, the RM POC described above (Fort Worth District and SWDO only) will receive the request and upon their approval the action will flow automatically through the AutoNOA process and the award should be processed the following day in DCPDS. For Galveston, Little Rock and Tulsa, once approved, the action will flow automatically through the AutoNOA process and the award should be processed the following day in DCPDS.
- (3) In order to view your Authorizer history, Click "Authorizer->History."

2. Award Type - **Ex-Employee Awards for Performance, Special Act or Service, or On the Spot Cash Awards.**

RPA's are required for these late actions in lieu of using AutoNOA.

Procedures –

a. Managers should make every effort to ensure that any award for an employee who is leaving the organization is submitted prior to their departure. In the event that is not possible, ensure that for performance awards, the performance appraisal has been submitted to the SWD CPAC before the RPA is created. When awards are processed after the employee has departed it is necessary for the losing organization to create a MIPR in CEFMS in order for the funds to be sent to the organization where the employee is working (to fund the award). If the former employee left the Federal Service then a PR&C in CEFMS is required to fund the award.

b. Your organization will submit the RPA with the employee name and social security number (SSN) left **blank**, but complete any other blocks not "grayed out". Since the employee has already left the organization the **name , SSN, separation date, award type, and dollar amount** will have to be entered in Part D - Remarks section of the RPA. As with current employees, authorized and approved RPAs take the place of DA form 1256 or DA forms 7222-1 and 7223-1 for processing purposes. Justification should be maintained locally and the award documentation should be input into "Part D – Remarks" section of the RPA. Be sure to include the period of performance covered and use the words "**performance award**" within the justification.

c. Forward the RPA through the normal channels within your organization to the group inbox XYZ-8SW_MASS_AWARDS-COP for processing.

3. Individual Patent/Suggestion/Invention Awards (NOA 842) or Group Patent/Suggestion/Invention Awards (NOA 843)

Use same procedures as described in 1 above.

4. Award Type – Honorary Awards

a. There are numerous honorary awards available to employees. Managers will need to review AR 672-20, Incentive Awards, as well as SWDR-672-20-1, same subject, to determine the award they wish process for their employees. These referenced regulations discuss honorary awards and provide guidance on the eligibility, justification, and approval channels required.

b. As a general rule a DA Form 1256, Award Nomination and Request, is required for all honorary award types and will be submitted through appropriate channels as required by the regulations referenced above. The length of time for processing of these awards can vary and is often based on the level of approval required. Some awards such as the Commander's Award can be approved at the District level. When SWD HQ's approval is required, the DA 1256 and documentation will be routed through the USACE HR Forward in SWDO prior to approval by the SWD Commander.

c. Documentation in the Employee's Records - Employees are now able to enter, print, and update a record of the non-monetary awards they have received into the Defense Civilian Personnel Data System (DCPDS). Everyone should take advantage of this opportunity to show the honor and recognition received as a result of positive contributions and efforts as civilian employees.

The Awards and Bonuses tab can be found within My Biz under 'Update My Information'. This section captures both monetary and non-monetary awards. By adding non-monetary awards, employees are declaring that the data they enter is correct and valid. These entries will be identified as 'Self-Certified' and may be corrected or deleted at any time by the employee. Monetary awards will continue to be processed by HR Specialists, and those awards are identified as 'Verified' and can only be updated by the CPAC office.

For more information on how to input your own awards, be sure to visit the CPAC homepage for step-by-step instructions and screenshots:

http://www.swf.usace.army.mil/swd-cpac/hrsystems/personnelsystem/MyBiz/Adding_Non-Monetary_Awards_in_MyBiz.pdf